Staff IT Acceptable Use Policy

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Contents

1 Introduction

West Lothian College provides Internet access and other computer services to staff for communication and other work purposes, to support education and to enhance the learning process. The purpose of this policy is to outline the acceptable and unacceptable use of the College's IT Estate. This includes responsible and legal use of the technologies and facilities made available to staff of the College.

This policy is intended to provide a framework for such use of all College IT resources. It should be interpreted such that it has the widest application and applies to all computing, telecommunication, and networking facilities provided by any department or section of the College.

2 Authorisation

- In order to use the computing facilities of the College, an employee must first be authorised. This authorisation is a part of the induction process, new employees details are passed to IT Services from HR who in turn generate a username, password & email address. This information is then emailed to the employee's manager.

- Authorisation grants use the core facilities of the College, including access to shared and dedicated networked storage. Access rights for other services will be under the control of the manager responsible for the service in question and will be appropriate to the needs of the member of staff.

- All individually allocated usernames and passwords are for the exclusive use of the individual to whom they are allocated. The user is personally responsible and accountable for all activities carried out under their username. The password associated with a particular personal username must not be divulged to another person. Attempts to access or use any username, which is not authorised to the user, are prohibited. No-one may use, or attempt to use, computing resources allocated to another person, except when justifiably authorised by the provider of those resources. Please refer to the IT Password Guidance which can be found on Serengeti.

- All members of staff must complete a Display Screen Equipment Assessment prior to using a PC or laptop. The assessment must be refreshed every 2 years.

- Staff must not leave computers unattended which are logged on to College systems. If leaving a workstation whilst logged in the device should be locked and password protected.

As a member of College staff you have a right to use the IT services; that right places responsibilities on you as a user which are outline below. Any misuse of IT services in a way that constitutes a breach or disregard of this policy you may also be in breach of other College policies.

3   Behaviour

- No person shall jeopardise the integrity, performance or reliability of computer equipment, network equipment, software, data and other stored information. The integrity of the College computer systems is jeopardised if users do not take adequate precautions against malicious software, such as computer virus programs & malicious content (Malware) including but not limited to email and websites. Reasonable care should also be taken to ensure that resource use does not result in a denial of service to others.

- Distributing material which is offensive, obscene or abusive, may be illegal and may also contravene College codes on harassment. Users of College computer systems must make themselves familiar with, and comply with, the College policies concerning all forms of harassment.

- No user shall interfere or attempt to interfere in any way with information belonging to or material prepared by another user. Similarly no user shall make unauthorised copies of information belonging to another user. The same conventions of privacy should apply to electronically held information as to that held on traditional media such as paper. All users should comply with current legislation on GDPR and be familiar with College Policies regarding GDPR.

4   Definitions of Unacceptable Use

Unacceptable use of College computers and network resources may be summarised as:

- intellectual property rights infringement, including copyright, trademark, patent, design and moral rights;
- unsolicited advertising, often referred to as "spamming";
- attempts to break into or damage computer systems or data held thereon;
- attempts to access or actions intended to facilitate access to computers for which the individual is not authorised; or
- unauthorised resale of College or JANET services or information.
- Knowingly accessing or forwarding malicious, or harmful emails or content which may cause Infection, encryption or loss or damage to data.
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These restrictions should be taken to mean, for example, that the following activities will normally be considered to be a breach of this agreement:

- the distribution or storage by any means of pirated software or copyright music;
- non-academic activities which generate heavy network traffic, especially those which interfere with others' legitimate use of IT services or which incur financial costs;
- frivolous use of College owned computer laboratories, especially where such activities interfere with others' legitimate use of IT services;

- unreasonable use of College hardware, software, peripherals, media or consumables for personal purposes especially when such use incurs financial costs;
- the use of departmental academic mailing lists for non-academic purposes;
- the use of CDs, disks or other media for the purpose of copying unlicensed copyright software; or
- the use of other people's web site material without the express permission of the copyright holder.
- Allowing others to access College network resources which they do not have permissions for or allowing others to download software under your login.

5 Personal Use

- College computing and telephony resources are provided to facilitate a person's work as an employee of the College, specifically for educational, training, administrative or research purposes.

- Use for other purposes, such as personal electronic mail or recreational use of the World Wide Web, is a withdrawable privilege not a right. Any such use, or any other form of personal use must not interfere with the user's duties or studies or any other person's use of computer systems and must not, in any way, bring the College into disrepute.

- Commercial work for outside bodies, using centrally managed services is not permitted.

- The College recognises that there are occasions when a user may wish to use both the email system and the Internet for personal purposes. Such usage should be kept to a minimum and conducted during meal times or other breaks or outside working hours. In making any personal use of the facilities the user must adhere to the terms of this agreement.

- If it is considered by the College that excessive, inappropriate or wasteful use is being made of any of the College Computer Network for personal use, action may be taken against users.

- Users must not cause network congestion by duplication of frivolous material, or by unnecessarily copying emails to people who will have little interest in their contents.

6 Social Media

All users must adhere to the College's Social Media Policy which can be found on Serengeti.

7   Data Protection

All users must adhere to the College's Data Protection Policy which can be found on Serengeti this includes current GDPR regulations.

8   Copyright

All users must adhere to the College's Copyright Policy which can be found on Serengeti.

9   Privacy

Staff privacy is seen by the College as a privilege and not a right. However, access to staff files will not normally be given to another member of staff unless authorised by an appropriate Senior Manager.

Authorisation will only be given on receipt of a completed 'Mailbox or Computer Files – Access Form'

The College reserves the right to access the mailbox / computer files of employees during a period of their absence, using the method below:

- request made by staff members line manager;
- attempt (where possible) to contact the member of staff in advance of access;
- completion of appropriate form as above;
- authorisation approval by ST / Facilities/Deputy Manager;
- upon return to work, the individual should be given the details of any files (emails or data) that were opened and accessed and a copy of the completed form.

The College reserves the right to scan College resources for storage of illegal or inappropriate material. This may include but is not limited to:

- pirated or illegal copies of software;
- copyright MP3 music; or
- copyright Video files.

If such material is found on College resources the College reserves the right to immediately and without notification, delete the data and may suspend the user account, subject to further investigation under breach of this agreement.

10   Purchasing of Hardware and Software

No department has the authority to purchase hardware or software without first discussing this with the Facilities Management (FM). All orders raised on Pecos of this nature will be passed to FM for authorisation.

11   Agreement Supervision and Advice

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- The College reserves the right to use appropriate hardware and software monitoring tools to ensure compliance with the terms of this and all other related IT procedures and policies.

- Any suspected breach of this procedure should be reported to a member of the IT Services or the FM Deputy Manager. The responsible senior member will then take appropriate action within the College disciplinary policy, in conjunction with other relevant sections of the College. IT Services staff will also take action when infringements are detected in the course of their normal duties. Actions will include, where relevant, immediate removal from online information systems of material that is believed to infringe the law.

- The College reserves the right to audit and / or suspend without notice any account pending an enquiry.

- This policy is not exhaustive and inevitably new social and technical developments will lead to further uses which are not fully covered. Where there is any doubt, staff should initially contact their line manager. Further advice should be sought from the IT Services, whose staff will ensure that questions are dealt with at the appropriate level within the College.

Use of services may be monitored at any time by authorised College staff. Users may also be subject to limitations on their use of such resources. Users who breach this agreement will have their access to Internet facilities suspended while an investigation takes place and may be open to disciplinary or legal action initiated by the College or a third party.

By clicking ok to the Acceptable Use Policy and by logging onto the Network all users agree to abide by the Staff IT Acceptable Use Policy.

EQUALITY IMPACT ASSESSMENT

IT Staff Acceptable Use Policy

Author: P White

Date: March 2018

Review date: March 2020

What is an equality impact assessment?

An equality impact assessment (EIA) is a tool that helps West Lothian College (WLC) make sure our policies, and the ways we carry out our functions, do what they are intended to do for everybody. This process can help the college to deliver excellent services by making sure that the diverse needs of students and staff are considered.

By carrying out EIAs, WLC will also ensure that the services we provide fulfil the requirements of equality legislation.

Further web based information resources on the range of issues considered as part of and EIA, as well as background and procedural information, can be found at Annex A.

What is the purpose of an EIA?

EIAs offer an opportunity for WLC staff to think about the impact of our work on students and other members of staff. EIAs should make sure that equality is placed at the centre of policy development and review, service delivery and decision making. EIAs should be used to take action that will promote equality for all.

The EIA process focuses on:

- initial screening;
- scoping and defining;
- information gathering;
- making a judgement;
- action planning; and
- publication and review.

EIAs can be used to:

- increase participation with students and staff in policy, procedural and project development;
- change the culture of public decision making by encouraging more transparency; and
- proactively promote equality and put it at the centre of college decision making.

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How are EIAs carried out?

The EIA process should be used when developing or reviewing:

- policy
- strategy
- procedure
- function
- decision making
- project
- reviews
- services
- organisational change

At the end of the process there will be a summary report published to let people know the outcome of the assessment. The actual process is described fully below in section 2.

When are EIAs carried out?

In line with statutory requirements, WLC must conduct impact assessments as soon as new policies, practices, decisions etc are considered. It should be an integral part of the development process. Existing policies and procedures should have EIAs conducted on them as part of the rolling policy review process.

Who carries them out?

The responsibility for conducting EIAs lies at the service level. Appropriate managers are responsible for conducting EIAs, when necessary. Frontline staff are important in the assessment process as they will be involved in implementing actions and changes that the assessment identifies as being necessary. Equalities officers have an important role to ensure that their colleagues are properly trained in how to carry out EIAs, supporting staff to improve EIAs where needed, monitoring the quality of EIAs being produced

and signing off those which are sufficiently rigorous. When considering the equalities implications it is necessary to involve others who may offer challenge to views or some

evidence of impact.

Why do we carry them out?

The EIA process is legal requirement and good practice, it should be seen as a means to help WLC to improve its policies, strategies, procedures, projects etc. EIAs also have an important part to play in helping guide an institution through organisational change and development. They should be conducted in such a way as to benefit the whole of the WLC community, and not just certain groups.

In practice this means meeting the general duty in relation to students and staff as follows:

- to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by law;
- to advance equality of opportunity;
- to foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Who are the target equality groups?

The EIA focus's on certain target groups. These groups are known to experience more disadvantage than others. For instance they may be more likely to be adversely affected by, or omitted from the benefits of, a policy or service.

The groups cover certain 'protected characteristics'' set out in the Equality Act 2010. The EIA focuses on these protected characteristics to try to find out whether or not people who share them are benefiting from a strategy, policy, service, project, decision etc.

The protected characteristics (last updated 9 June 2014) are:

- age
- disability
- gender reassignment
- marriage and civil partnership (not a protected characteristic for Further and Higher education)
- pregnancy and maternity
- race

- religion or belief
- sex
- sexual orientation

These groups are not homogeneous and people within these groups have different and individual needs. Many will be members of several of the targeted groups. Their experience of unlawful discrimination can involve a variety of factors which should be considered as part of the EIA process.

Section 2: The Equality Impact Assessment Process

Phase 1: Screening and Prioritisation

The first phase of the Equality Impact Assessment (EIA) is to screen the policy, practice, strategy etc to establish if it has an impact upon anyone because of a protected characteristic (age, disability, ethnicity, gender, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation).

A single EIA should be conducted and recorded for each individual policy, practice, strategy etc.

Please compete the following:

Name of policy/ practice/strategy/ decision	Named individual responsible for policy/practice/strategy/ decision	Name of person conducting initial EIA
IT Staff Acceptable Use Policy	Paula White	Paula White

Supporting notes to help in the completion of Phase 1

- Consider impact in terms of the protected characteristics and other groups who may experience disparities in opportunity.

- Make use of existing knowledge, experience, research and consultation.

- Caution is needed not to consider a policy or practice 'equality neutral' just because no evidence of adverse impact exists (e.g. you might find little research exists with regard to equality areas such as sexual orientation).

- When thinking about positive impact consider ways to tackle discrimination, promote equality of opportunity and promote good community relations.

Q1. **Given the aims of the proposed policy, practice, strategy decision is it likely that there will be a negative impact on one or more of the groups named above. Or is it clear at this stage that it will be equality neutral?**

Protected Characteristic	Impact (explain)
Age	None
Disability	None
Gender reassignment	None
Pregnancy and maternity	None
Race	None
Religion or belief	None
Sex	None
Sexual orientation	None

Comments:

The purpose of this policy is to outline the acceptable and unacceptable use of the college's IT Estate. This includes responsible and legal use of the technologies and facilities made available to staff of the College. Therefore it is anticipated that this will have a positive impact for the above groups.

Q2. For which groups are there likely to be a negative impact? What is this impact likely to be, and what plans could be built in to address negative impacts and to add measures which promote a positive impact at this stage?

Protected Characteristic	Impact (explain)
Age	N/A
Disability	N/A
Gender reassignment	N/A
Pregnancy and maternity	N/A
Race	N/A
Religion or belief	N/A
Sex	N/A
Sexual orientation	N/A

Comments:

This policy will not have a negative impact on any of the above groups, therefore no further action is required.

Q3. At this stage, how could the policy, project or strategy promote positive impacts for any of the groups named above?

This policy is intended to provide a framework for staff to adhere to when using all College IT

resources. It should be interpreted such that it has the widest application and applies to all computing, telecommunication, and networking facilities provided by any department or section of the College. This framework ensures compliance with college producers from both the college and the staff.

Q4. Is a full impact assessment required?   YES / NO (use box to explain rationale behind decision)

No further assessment required as there is no discerned negative impact on any of the protected characteristics groups. The IT Acceptable Use Policy exists to strengthen the security of all users and college data.

Signature of named individual responsible for policy	Signature of individual responsible for carrying out initial impact assessment (if different from previous)	Date of completion of initial impact assessment
P White	**P White**	**26/3/18**

In the event of a full impact assessment being required this document must be attached and used as part of that process